

# Retention and Classification Report

**Agency:** Daggett County (Utah). County Clerk (1484)

Daggett County Courthouse  
95 North 100 West, P.O. Box 219  
Manila, UT 84046  
784-3154

## Records Officer

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**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17556

3

**TITLE:** Building permits

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the placement of barricades). They include inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17556

**TITLE:** Building permits

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17549

3

**TITLE:** Campaign financial disclosure statements

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are financial reports required to be submitted by all candidates for county elected offices in accordance with UCA 17-16-16.5 (1995)). Each candidate is required to report his itemized and total campaign contributions at least once within two weeks before the election and at least once within two months of the election. The financial report must identify each contribution over \$50, the donor's name, and amount, and each expenditure, the name of the recipient and the amount of the expenditure.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 39.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17549

**TITLE:** Campaign financial disclosure statements

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 28379

3

**TITLE:** Manila Cemetery lot book

**DATES:** Undated.

**ARRANGEMENT:** Numerical by block and lot.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

**AUTHORIZED:** 09/26/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of burials and plot ownership in the cemetery.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 28379

**TITLE:** Manila Cemetery lot book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 83792

4

**TITLE:** Marriage license applications

**DATES:** 1920-

**ARRANGEMENT:** Chronological, thereunder numerical by application number

**DESCRIPTION:**

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 83792

**TITLE:** Marriage license applications

(continued)

**PRIMARY CLASSIFICATION:**

Exempt

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17550

3

**TITLE:** Marriage license register

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(1995)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service).

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 26.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17550

**TITLE:** Marriage license register

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 6039

4

**TITLE:** Marriage licenses

**DATES:** i 1918-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 6039

**TITLE:** Marriage licenses

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17548

3

**TITLE:** Notary public index

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 27.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17548

**TITLE:** Notary public index

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17570

3

**TITLE:** Oaths of office

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17570

**TITLE:** Oaths of office

(continued)

**APPRAISAL:**

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17572

3

**TITLE:** Official register

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17572

**TITLE:** Official register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17573

3

**TITLE:** Zoning ordinances

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the county. They have been approved by both the planning commission and the county commission. "The planning commission shall prepare and recommend to the [county commission] a proposed zoning ordinance and maps . . . The [county commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [county commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 17-27-402 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 28, Item 13.

**AUTHORIZED:** //

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Daggett County (Utah). County Clerk

**SERIES:** 17573

**TITLE:** Zoning ordinances

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public